

New Director's Checklist

Acquaint Yourself with Your Job and Your Job Responsibilities

Documents to Have on Hand

- ✓ Local Library Ordinance
- ✓ Board Bylaws
- ✓ Minutes of past Board meetings
- ✓ Budget documents
- ✓ Annual reports
- ✓ Policies and Procedures Manual (Internet Policy)
- ✓ List of Board members
- ✓ List of staff members
- ✓ List of local government officials
- ✓ Job Titles and position descriptions for staff
- ✓ Documents pertaining to the history of the library
- ✓ Documents pertaining to a new building project
- ✓ Other...

Laws You Should Know About

- ✓ State laws pertaining to libraries
- ✓ City and County Ordinances
- ✓ ADA Requirements (Employment Applications)
- ✓ Fair Labor Standards Act (FSLA)
- ✓ Family Medical Leave Act
- ✓ EEOC Sexual Harassment Regulations
- ✓ Title VII Civil Rights Act of 1964 (Anti-Discrimination)
- ✓ OSHA Blood Borne Pathogens Standards
- ✓ Local Ordinances- Building & Safety Issues
- ✓ Emergency Evacuation /Workplace Safety Rules
- ✓ Other...

Introduction to Public Library Work
UPLIFT Orientation for New Directors
Pat Montgomery, June 2004